



In this package, you will find instructions on how to register either **A) as a graduate** or **B) on behalf of an organization** for the CPA Alberta Convocation Dinner & Dance.

Please refer to **PART A on page 2**, for the **step-by-step instructions** on how to register as a graduate or **PART B on page 5** for **step-by-step instructions** on how to register multiple graduates on behalf of an organization.

Important note: For graduates who may have a contact within their organization (*particularly those with a large number of graduates*) who will be registering and purchasing tickets for all graduates, please discuss your CPA Convocation Dinner & Dance ticket(s) with your organization's contact. Please forward this package to your contact if they have not already received it, as it includes the registration link (and complete instructions under REGISTRATION in PART B on page 5).

Please register for the Convocation Dinner & Dance before the **deadline of January 7, 2019**.

REGISTRATION

PART A) REGISTERING AS A GRADUATE

As a graduate, you receive **two complimentary tickets** to the Dinner & Dance, one for yourself and one for a guest. You may also purchase additional tickets. Each additional ticket is \$195 (plus GST).

Online registration for the CPA Alberta Convocation Dinner & Dance is through a third-party provider, Cvent. The instructions below will guide you through the registration process, including selecting the proper registration type.

- 1) Once you access the registration site through the email invitation RSVP link, select the “Graduate” option from the “Registration Type” menu.



*First Name:

*Last Name:

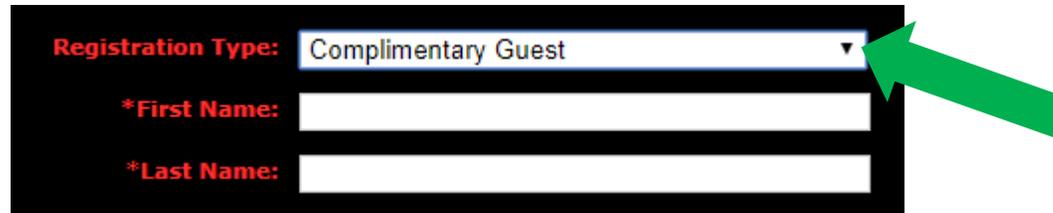
*Email Address:

*Registration Type: Graduate ▼

I am an ADMINISTRATOR registering on behalf of an organization's graduates.

- 2) Click “Next”.
- 3) Enter the requested information, including, company, mailing address for tickets, your dietary restrictions, any special accessibility needs, and seating requests. **NOTE: you do not need to submit seating requests for people within your registration – only request to sit with people who register separately from your specific registration.** Tables will be set for 10 people.

4) Click “Add Guest” to register your complimentary guest. Select the “Complimentary Guest” option from the “Registration Type” menu.



The image shows a registration form with a dark background. The 'Registration Type' dropdown menu is highlighted with a green arrow pointing to it. The dropdown menu is currently set to 'Complimentary Guest'. Below the dropdown menu are two input fields for '*First Name:' and '*Last Name:'.

5) Enter the requested information, including your guest’s dietary restrictions.

6) If you have no additional guests click “Save” to move on to the guest summary. Click “Next”.

Follow the prompts to select in which city you will attend and complete registration. (See NOTE on next page.)

OR

If you have more guests to register, click “Save and Add” to add an additional paid guest. Additional guests will not require a “Registration Type” and will be added to your final registration at \$195 + GST per additional guest. Enter the requested information, including, their company, mailing address for tickets, dietary restrictions, any special accessibility needs, and seating requests. You can continue to add guests using the “Save and Add” button until you are finished. Then click “Save” to move on to the guest summary. Click “Next”.

Follow the prompts to select your desired city to attend and complete registration. (See NOTE on next page.)

NOTE: For each graduate and each guest, you will need to select in which city they will attend the Dinner & Dance. If attending both locations, please select both. If only attending one location, please select either Calgary or Edmonton.

The screenshot shows a registration form for a user named Jane Doe. The form is for a complimentary dinner and dance event. There are two event options listed:

- Calgary | CPA Convocation Dinner & Dance** on Saturday, February 2, 2019, at 6:00 PM, held at the Calgary TELUS Convention Centre. The description mentions a cocktail reception at 6:00 p.m., dinner service at 7:00 p.m., and evening entertainment and a dance.
- Edmonton | CPA Convocation Dinner & Dance** on Saturday, February 23, 2019, at 6:00 PM, held at the SHAW Conference Centre. The description is identical to the Calgary event.

Green arrows in the image point to the name field (labeled "Name will appear here."), the Calgary event selection, and the Edmonton event selection.

The remainder of the registration process is self-explanatory, as you will be prompted through the rest of the steps. When you have successfully completed the registration, you will receive a final confirmation email with all the details of your purchase.

TICKETS

Tickets will be mailed approximately one week prior to the event to the address you provide during registration. Your tickets will have a table assignment for the Dinner & Dance. If tickets are not received prior to the event, they can be picked up at the Convocation Dinner & Dance, from 6:00 to 6:30 p.m.

CANCELLATION

The registration deadline is January 7. Full refunds will be granted upon receipt of written notification of cancellation more than 10 business days before the event. Cancellations of the registration received less than 10 business days but more than five business days before the event will be subject to a \$50 plus GST administrative fee, which must be paid prior to the transaction being completed. Refunds will not be granted if the request is received five business days or less prior to the event. Registrants that do not attend the event for which they registered will not be given a refund or credit.

PART B) REGISTERING ON BEHALF OF AN ORGANIZATION

If you are a graduate with an organization that is registering on your behalf, please provide the following details to your organization's "contact person," if they have not already received the package.

As the "contact person" for your organization, please read through the instructions below that will guide you through registering all of your organization's graduates. [Group Registration Link](#)

Please note: you will require the following information in order to register the graduates, their guests and any additional guests from your organization.

- Graduates' first & last names, as well as, email address
- Graduates' dietary restrictions
- Names of all the guests of graduates
- Dietary restrictions of all the guests of graduates
- Any special accessibility requirements for all graduates and their guests
- Seating requests

- 1) To begin, enter the first graduate's information, and select the "Graduate" option from the "Registration Type" menu. Then, click the button beside the phrase "I am an ADMINISTRATOR registering on behalf of an organization's graduates." You will then be asked for your own business information. This will ensure you will receive the confirmation details, and not the graduates.

*First Name:

*Last Name:

*Email Address:

*Registration Type: Graduate

I am an ADMINISTRATOR registering on behalf of an organization's graduates.

As the ADMINISTRATOR, enter your information below. Once registration is complete, you will receive a confirmation email for each graduate and have the ability to view and modify their registration details.

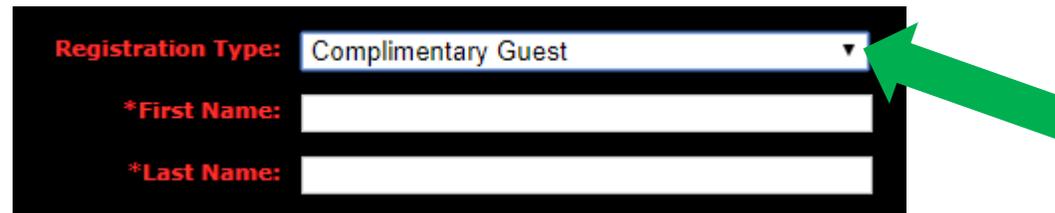
*Your First Name:

*Your Last Name:

*Your Email Address:

Administrator's contact information

- 2) Click “Next”.
- 3) Enter the requested information for **this graduate**, including company, mailing address for tickets, their dietary restrictions, any special accessibility needs, and seating requests. **NOTE: you do not need to submit seating requests for people within this registration – only if the request is to sit with people who register separately from this group registration OR if certain people within the group registration wish to be seated together.** Tables will be set for 10 people.
- 4) Click “Add Guest” to register the graduate’s complimentary guest. Select the “Complimentary Guest” option from the “Registration Type” menu.



The image shows a registration form with a black background. The 'Registration Type' dropdown menu is set to 'Complimentary Guest'. Below it are two input fields for '*First Name:' and '*Last Name:'. A green arrow points to the dropdown menu.

- 5) Enter the requested information, including the guest’s dietary restrictions.
- 6) If there are no additional guests for this graduate, specifically, click “Save” to move on to the guest summary. Click “Next”.

Follow the prompts to select in which city the graduate & guest will attend and complete registration. (See NOTE on next page.)

OR

If there are more guests associated with this specific graduation, click “Save and Add” to add an additional paid guest. Additional guests will not require a “Registration Type” and will be added to your final registration at \$195 + GST per additional guest. Enter the requested information, including, their company, mailing address for tickets, dietary restrictions, any special accessibility needs, and seating requests.

You can continue to add guests, specifically for this graduate, using the “Save and Add” button until you are finished. Then click “Save” to move on to the guest summary. Click “Next”.

Follow the prompts to select in which city the graduate & guests will attend and complete registration. (See NOTE on next page.)

NOTE: For each graduate and each guest, you will need to select in which city they will attend the Dinner & Dance. If attending both locations, please select both. If only attending one location, please select either Calgary or Edmonton.

The screenshot shows a registration summary for a user named Jane Doe. At the top, there is a header with the name "Jane Doe" and two links: "Show All Descriptions" and "Hide All Descriptions". Below this, the date "Saturday, February 2, 2019" is displayed. There are two event options, each with a selection box, location, time, and status. The first event is for Calgary at the TELUS Convention Centre, and the second is for Edmonton at the SHAW Conference Centre. Both events are complimentary and start at 6:00 PM. A description for each event mentions a cocktail reception at 6:00 p.m. and dinner service beginning at 7:00 p.m. Three green arrows point to the name field, the Calgary event selection box, and the Edmonton event selection box.

Name will appear here. **Jane Doe** [Show All Descriptions](#) | [Hide All Descriptions](#)

Saturday, February 2, 2019

<input type="checkbox"/>	Calgary CPA Convocation Dinner & Dance	6:00 PM	Complimentary
Calgary TELUS Convention Centre			
Hide Description			
Join us for a cocktail reception at 6:00 p.m. Dinner service begins at 7:00 p.m. to be followed by evening entertainment and a dance.			

Saturday, February 23, 2019

<input type="checkbox"/>	Edmonton CPA Convocation Dinner & Dance	6:00 PM	Complimentary
SHAW Conference Centre			
Hide Description			
Join us for a cocktail reception at 6:00 p.m. Dinner service begins at 7:00 p.m. to be followed by evening entertainment and a dance.			

7) To add the next graduate (or organization’s guest) select the button “Register an additional graduate or paid guest” on the summary page.

The screenshot shows a registration summary page with the following text: "Your registration is almost complete. Please review your registration below and if everything is correct, click 'FINISHED ADDING PEOPLE'." Below this, there is a red instruction: "If you are registering on behalf of multiple graduates, click the button 'REGISTER AN ADDITIONAL GRADUATE OR PAID GUEST' to add another graduate." A toggle switch is present, and the text says "Toggle between registrants to review the Registration Questions." The section is titled "Registration Summary" and shows the name "Jane Doe" with an "Edit" link. At the bottom, there are three buttons: "CANCEL", "REGISTER AN ADDITIONAL GRADUATE OR PAID GUEST", and "FINISHED ADDING PEOPLE". A green arrow points to the middle button, and a text label next to it says "Click here to add another graduate or paid guest".

Your registration is almost complete. Please review your registration below and if everything is correct, click "FINISHED ADDING PEOPLE".

If you are registering on behalf of multiple graduates, click the button "REGISTER AN ADDITIONAL GRADUATE OR PAID GUEST" to add another graduate.

Toggle between registrants to review the Registration Questions.

Registration Summary

Jane Doe

Jane Doe ([Edit](#))

Click here to add another graduate or paid guest

- 8) Return to step 3 to complete registration for the next graduate and their guests OR additional paid guest (ie: partner, CEO, staff member) and their specific guests. Repeat steps 3 – 7 for each graduate or each additional paid guest (ie: partner, CEO, staff member).

The remainder of the registration process is self-explanatory, as you will be prompted through the rest of the steps. When you have successfully completed the registration, you will receive a final confirmation email with all the details of your purchase.

TICKETS

Tickets will be mailed approximately one week prior to the event to the address you provide during registration. Your tickets will have a table assignment for the Dinner & Dance. If tickets are not received prior to the event, they can be picked up at the Convocation Dinner & Dance, from 6:00 to 6:30 p.m.

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